

Approved For Release 2001/GENETIC RDP80-00679A000100030040-0

PERSONNEL DIRECTOR MEMORANDUM NO. 91-53

SUBJECT: Correspondence for Signature of the DCI, DDCI, or the Acting DD/A

- 1. The following procedures will be followed in respect to all communications prepared for the signature of the DCI, DDCI, or the Acting DD/A:
 - a. With the exception of the original and countery carbon, all carbons of communications prepared for the signature of the DCI and DDCI will reflect the Office symbol, originator, typist's initials, and two additional signature lines as illustrated in the following example:

OPD:GEMeloon:bks (Date)	Originator:
Distribution:	Personnel Director
O&l - Addressee	and many that he desired the state of the st
1 - Security Office	
1 - Medical Office	Concur:
1 - OPD Chrono	Acting DD/A
1 - OPD Reading	Acutag purit

b. The procedure outlined in paragraph "a", above, will be followed in respect to all communications prepared for the signature of the Acting DD/A with the exception that the two additional signature lines will be adjusted to simulate the following example:

OPD: PPD: ca (Date) Distribution:	Originator:	STATINTL
<pre>0&1 - Addressee 1 - Security Office 1 - Medical Office</pre>	Chief / PPD	-
1 - OPD Chrono 1 - OPD Reading LLEGIB 1 - PPJ	Concur: Personnel Direct	or
	ILLEGIB	
	Acting rersonmed director	STATINTL

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	1 Acting Personnel Director	Q - 8	MON 1823			
STATINTL	2 M-218	RB	910053			
	3					
	4					
	5					
į	FROM	INITIALS	DATE			
•	1 Chief / PR&DS	17B	6/10			
	2	1				
	3					
	APPROVAL INFORMATION SIGNATURE					
,	JOHN STORE STORES					
	RETORN					
	COMMENT PREPARATION OF REPLY DISPATCH					
	CONCURRENCE RECOMMENDATION FILE					
	Remarks:					
	Attached PDM concerning correspondence for the signature of the DCI, DDCI, and Acting DD/A. Your approval and signature are requested.					
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2	PRDS-218Curie	, ,,,		
3				
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5				
FROM		INITIALS	DATE	
1	Chief / PR&DS	PB	12 Nov	
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			RETURN	
			DISPATCH	
L	CONCURRENCE RECOMMENDATION	,	FILE	
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